

# HINSDALE TOWN HALL FACILITY RENTAL REQUEST

Organization: \_\_\_\_\_ Event: \_\_\_\_\_  
Coordinator: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date facility is requested: \_\_\_\_\_  
Hours facility is requested: \_\_\_\_\_  
Approximate attendance expected: \_\_\_\_\_  
Area of Town Hall to be used (please check one)

Upstairs Main Hall                       Community Room

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### Conditions Governing Use of Town Hall

1. It is the responsibility of the organization/individuals responsible for the Town Hall activity to ensure that the event is well supervised.
2. It is the responsibility of the organization/individuals responsible for the Town Hall activity to ensure that the facility is left in the condition in which it was found.
3. Any incident of damage to any Town property is to be reported immediately to the building custodian and the repairs will be the financial responsibility of the organization/individuals.
4. KEY MUST BE PICKED UP 24 HOURS OR BY THURSDAY PRIOR TO THE FUNCTION AND RETURNED THE FOLLOWING BUSINESS DAY.

On behalf of \_\_\_\_\_, I have read the above listed conditions concerning the use of the Town Hall and agree to ensure that they are abided by.

\_\_\_\_\_  
Event Coordinator

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### Approval

\_\_\_\_\_  
Building Custodian

\_\_\_\_\_  
Chairmen, Selectmen

\_\_\_\_\_  
Date

Police supervision required:  Yes                       No

Fee: \$ \_\_\_\_\_

If Police supervision is required appropriate arrangements should be made through the Hinsdale Police Department.